

Generating Project, Activity and Exhibit Reports

AgIT Technical Writer

FAQ No. T5.1.25

How can I generate project, activity, and exhibit reports?

Generating Reports

1. From the Main Menu, press the **Print Outs** button.
2. Press the **Project/Affils** button.
3. Select **No** at the transfer find screen.
4. Press the **Continue** button.
5. Select the **General Find** button
6. Enter **4-H** in the type of member field.
7. Enter **the year you need i.e. 2002** in the project year field.
8. Press the **Continue** button.
9. Click **Yes** at the include address question.
10. Click **No** at the page breaks question
11. Type a **title** in the Report Label Field
12. Press the **Project/Activity/Exhibit** button.
13. You can now use the Rolodex to view the report page by page before printing.

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Frequently Asked Questions

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